

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF RAIL AND TRANSIT**

CONFERENCE REPORT

DATE OF MEETING: September 18, 2013

LOCATION OF MEETING: NHDOT, 5 Hazen Drive, Concord NH – Franconia Notch
Conference Room – RM 205

MEMBERS PRESENT:

Nik Coates, Central NH Planning Commission
Terry Johnson, Healthy Eating Active Living NH
Eric Feldbaum, Department of Resource and Economic Development
Erik Paddleford, NHDOT Rail and Transit
Dave Topham, Bike-Walk Alliance of NH
Rick Taintor, Portsmouth Planning Department
Jeff Latimer, Gus' Bike Shop
Scott Bogle, Rockingham Planning Commission

GUESTS PRESENT:

Larry Keniston, NHDOT Rail and Transit
Scott Foster, Department of Health and Human Services
Tim Blagdon, Bike-Walk Alliance of NH

SUBJECT: Bicycle and Pedestrian Transportation Advisory Committee (BPTAC)

NOTES ON MEETING:

The meeting started at approximately 1 pm with welcome and introductions.

Approval of August Minutes

Nik Coates asked the group to review the minutes of the August 21, 2013 meeting. Nik commented that the minutes should list the members and guests to make it clear who is a voting member and who is not.

Bylaws Update and Vote

The group discussed the revised bylaws. Erik provided the group with the comments received from Shelley Winters, Rail and Transit Bureau Administrator. Nik discussed the terms for members and asked for comments regarding the 2-year terms. The group indicated the 2-year term with the possibility of a second 2-year term was a good balance between having members on

the committee for too short or too long of a term and allowed for new people to become members.

Erik noted the secretary position, currently listed for Article VII, is not needed since part of the NHDOT bike/ped section's responsibilities, as noted in Article IX, shall include but is not limited to, taking minutes, making announcements, and meeting with the Chair to establish administrative functions, meetings and agendas. The committee agreed with this change.

Discussion of "Article VIII - Annual Meeting" took place. Committee consensus was to keep the title annual meeting and include the annual meeting would take place in the month of October, when the election of officers occurs. In years when the biennial work session is scheduled, it will serve at the BPTAC's annual meeting.

Discussion of "Article XI - Conflicts of Interest" took place. The Committee felt that it made sense to have members disclose any potential conflict of interest with projects the Committee may discuss, and that verbal notification to the group would suffice, with meeting minutes reflecting the members noted conflict.

Discussion of "Article X – Attendance at Meetings" took place. The Committee felt that members should provide prior notification of an expected absence from meetings. The potential for attending the BPTAC meeting by phone was mentioned. While meeting in person is preferable, accommodations could be made if a member needs to attend by phone on occasion.

The committee approved the bylaws with the above amendments.

Status Update on Subcommittee Establishment and Expectations

The committee discussed the SPR funded projects and splitting the money between the signage programs and the marketing and outreach plan. Preliminary discussion of the signage program took place, with members brainstorming on how a signage program would work. Expansion of the "3-foot rule" signs that have been installed in the Upper Valley region was discussed as a logical starting point to expand on the already approved sign. Additional funding may be available by fundraising in local communities where signs might be installed. It was decided to split the 50K originally allocated for just the signage program to cover both the signage program and the marketing and outreach plan, with 25K each.

The current NHDOT bicycle signage policy was discussed, which allows for the installation of "share the road" signs upon approval from the DOT Traffic Bureau. As long as the sign locations are approved, the signs would be installed free of charge. Committee members indicated that share the road signs do not convey a clear message and can mean different things to different road users, and a review of the current DOT policy should take place. The committee would like to review this policy at the next meeting.

Signage subcommittee will work with local communities to determine potential sign locations

Update on the New Hampshire Bicycle Pedestrian Grant Program

This new [grant program](#) was established with money donated by an anonymous individual with interest in supporting bicycle and pedestrian transportation projects in NH. A grant program committee has been set up manage the program. Grant amounts will range from \$5,000 to \$25,000.

Grant application timeline:

October 9, 2013 by 5:00 p.m. – deadline for submitting Grant Request Letter

October 25, 2013 – finalists notified and invited to complete a full grant application

November 15, 2013 by 5:00 p.m. – deadline for full grant applications

December 17, 2013 – notification of awards to grant recipients

The committee discussed whether or not this project, since it originally developed out of the BPTAC, should be kept in the project list. No NHDOT funds are used for this grant program so the thought was it might make sense not to include this grant program in the BPTAC project list to avoid confusion. The committee felt that the grant program should still be kept in the project list as a way for the committee to be aware of what projects receive grant funding, which would also help the committee develop a statewide understanding of bicycle and pedestrian projects that need funding and their locations around the state.

Subcommittee Update

Conference calls to get the subcommittees going will take place in the next month. By the next BPTAC meeting the subcommittees should have a chair and vice chair, have had a meeting, and have written up a memo explaining generally how the project will be accomplished.

Funding Process

The way the funding process for the SPR funding allocated for BPTAC projects is proposed to work is to have the Central NH Regional Planning Commission (CNHRCP) amend their contract with NHDOT to include the funding for BPTAC projects. CNHRPC will administer the SPR funds through their office and this additional funding would just be added into the monthly invoice to DOT. The contract amendment will need to be approved by Governor and Council. Nik will discuss this proposed funding process with his executive director.

Governor's Advisory Committee Commission on Intermodal Transportation (GACIT)

Scott Bogle gave an update on the GACIT process. [The 10-Year Transportation Plan Improvement Process](#) includes input from local, regional (9 Regional Planning Commissions), and the public through the [GACIT public hearing process](#). The Governor and Legislature then review and approve the plan.

The GACIT hearing process is currently happening with [public meetings](#) around the state, gathering public input for the 2015-2024 Ten Year Plan. The hearings are a great opportunity for those who wish to make points about the need for investment in bicycle and pedestrian facilities.

Advocacy Update

Dave Topham gave an advocacy update. He mentioned the importance of the GACIT process and getting the bike/ ped community to attend and provide comment. The League of American Bicyclists has released their Bike Friendly State application for 2014. The due date for submission is January 31, 2014. The survey has been conducted for the last 5 years and in that time NH has been ranked 10th, 8th, 6th, 14th, and 27th last year. One of the main reasons for the declining ranking is that in the past NH did not have a statewide bicycle pedestrian advisory committee. Another reason is probably due to NH not having a vulnerable user law or a statewide complete street policy.

Bike Walk Alliance of NH is actively working on vulnerable user legislation and getting support to get this legislation passed in the next year.

Other Business

Tim Blagden was approved by BPTAC to the Project 2 – Develop a bike ped project inventory subcommittee.

Eric Feldbaum was approved by the BPTAC to replace Grant Klene as DRED's designated member.

Nik Coates indicated that Mike Stuart, VP of the Manchester NH Chamber of Commerce might be a good fit the open spot on the committee. The committee agreed, and Nik will discuss with Mike.

Next Meeting: October 16, 1-3 pm, at DOT

